

## Brevig Mission Activity Report

### Community Overview

Lead RUBA Staff: Leroy Seppilu, Nome Office

20001 Census Population: 276

Region: Bering Straits

Local Governments: Second Class City



The City of Brevig Mission operates the central watering point used for hauling water to houses and maintains other watering points. The City also operates the honeybucket haul system and sewage lagoon. The City Council is the policy making body for the utility.

Brevig Mission is undergoing construction of a 4-phase, \$8.5 million piped water and sewer system and new landfill. This project is scheduled for completion by November 2001. Water is supplied by Shelmon Creek, is treated and stored in a 100,000-gallon tank at the washeteria. The tank is filled monthly. Water is piped into the school from the washeteria. Water is currently hauled by residents to home storage tanks with ATV's or snow machines. Residents haul honeybuckets to bunkers, which the City deposits into a sewage lagoon. A septic tank serves the washeteria and school.

### RUBA Activity This Quarter

RUBA staff made a trip to the community on June 21-22 to review the draft revision of the code of ordinances with the city council. RUBA staff, Leroy Seppilu, met with the council to discuss the changes that they wanted made. Most of the changes were grammatical. The council also wants the water & sewer utility ordinance incorporated into the code so that everything can be in one place.

To date, (June 30, 2002) 11 residential homes have been hooked up and more are on the way to being hooked up. RUBA staff attended a public meeting called by the city council and CE2 Engineers to update the public and council about the ongoing water & sewer utility project. There was good participation by the public and most of the questions and concerns were answered by CE2. The biggest concern was the water & sewer utility fee of \$120 a month. The public thought this was too high. The administrator emphasized that all utility customers who are behind on their trash and haul services must first pay off those bills before being hooked up for water & sewer. The total delinquency for trash & haul services is slightly over \$7,000.

The city bookkeeper and city administrator are being trained on QuickBooks Pro 2002 by a CPA hired by CE2 Engineers. The administrator is making sure customers are current on their honey-bucket and trash haul bills and they pay the \$120 hook-up fee. The water & sewer utility residential customers will be paying \$120 a month. Commercial customers will

pay \$180 a month and the school will pay a flat rate of \$58,000 a year. Nome RUBA staff made comments on the categories in QuickBooks Pro made by the CPA and may suggest changes in the near future to make it conform to the city's budget categories.

## Capacity Indicators

### Finances

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All revenue and expenses for the utility are listed in the utility budget.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted a balanced realistic budget.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly financial reports are prepared and submitted to the policy making body.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.
<input type="checkbox"/>	?	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses and Repair & Replacement (R&R) costs.
<input type="checkbox"/>	?	YTD revenues are at a level equal to or above those budgeted.
?	<input type="checkbox"/>	YTD expenditures are at a level equal to or below those budgeted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A monthly manager's report is prepared.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget amendments are completed and adopted as necessary.

**Finances Comments:** The city administrator completed and submitted the budget to Juneau. RUBA staff has not received a copy to review but assisted the administrator in finalizing it.

## Accounting Systems

### Essential Indicators

The utility meets all essential indicators.

### Sustainable Indicators

The utility meets all sustainable indicators.

**Accounting Comments:** A CPA is training the bookkeeper and administrator on QuickBooks Pro 2002 and a second training session was provided just before the end of this quarter. However, the bookkeeper was very sick and was not able to attend the training. The administrator took advantage of this and was able to catch up on the training she missed in the first training session because she had to answer the telephone and take care of customer needs. There will be another training session in the near future. RUBA staff plans to make recommendations for changes in the categories on QuickBooks Pro so they will conform to the city's budget.

### Tax Problems

#### Essential Indicators

Yes	No	NA	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility has a system to accurately calculate, track, and report payroll tax liabilities.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility is current on filing tax reports.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility is current on making tax deposits.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.

**Tax Problems Comments:** The city currently has no tax problems.

### Personnel System

#### Essential Indicators

The utility meets all essential indicators.

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#### Sustainable Indicators

The utility meets all sustainable indicators.

**Personnel System Comments:** RUBA staff was able to finally meet the bookkeeper and observed and determined that she has good work ethics and keeps up with all the work that is required of her.

### Organizational Management

#### Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The entity that owns the utility is known and the entity that will operate the utility is set.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body is active in policy making of the utility.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body enforces utility policy.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a adequately trained manager.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a adequately trained bookkeeper.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a adequately trained operator(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.

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#### Sustainable Indicators

The utility meets all sustainable indicators.

**Organizational Management Comments:** The council meets on a regular basis and has been busy doing work sessions to pass the revised code of ordinances, including the already passed water & sewer utility ordinance. Despite the high water & sewer utility rate the council is determined that as many residents as possible will be provided the service. The bookkeeper still needs more training with QuickBooks Pro, especially with billing and payroll. This training is in progress.

## Operation of Utility

### Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility operator(s) are actively working towards necessary certification.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a preventative maintenance plan developed for the existing sanitation facilities.

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### Sustainable Indicators

<input type="checkbox"/>	?	The manager receives a monthly O&M report from the utility operator and routinely “spot checks” the facilities to see that the maintenance items are being completed.
<input type="checkbox"/>	?	The utility has a safety manual and holds safety meetings.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is operating at the level of service that was proposed.
<input type="checkbox"/>	?	The operator provides status reports to the manager on a routine basis.
?	<input type="checkbox"/>	The utility has completed and distributed its <u>Community Confidence Report</u> (CCR).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is not on the <u>Significant Non-Compliance</u> (SNC) list.
<input type="checkbox"/>	?	The utility maintains an inventory control list.
<input type="checkbox"/>	?	The utility maintains a critical spare parts list.

**Operation of Utility Comments:** The Brevig Mission water & sewer utility is just starting. CE2 Engineers are meeting on a regular basis to inform the public of the status of the on-going water & sewer utility project. The main operator is getting training from CE2 and the RMW, although to what extent RUBA staff does not know.

## RUBA Activities For The Coming Quarter

During July-August-September 2002, RUBA staff plans to complete the revision of the code of ordinances and incorporate the water & sewer utility ordinance into the code.